

PLEASE NOTE

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by the Ohio Department of Education and Workforce.





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**Department of
Education &
Workforce**

EMIS GENERAL TRAINING

November 2024

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Topics

- Proper Certification, 5
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THE USUAL REMINDERS

- Manual sections posted after this training prevail in a conflict between this presentation and the manual
- Some questions may be deferred to helpdesk
- Hierarchy of support
 - EMIS Manual
 - EMIS Coordinator
 - ITC
 - Helpdesk

PROPER CERTIFICATION

GENERAL REMINDERS

- Proper certification determination final as of close of FY25 Initial Staff and Course (L) Collection
 - Sept. 5, 2024 – Jan. 29, 2025
- All staff and courses for the year required to be reported
 - Do not report courses not being offered

PROPER CERTIFICATION PROCESS

Compares teacher's current valid credentials against

- Course Master (CN) Record
- Staff Course (CU) Record
- Student Course (GN) Record
- Student Attributes – Effective Date (FD) Record

COURSE MASTER (CN) RECORD

- Local Classroom Code (CN060) should match code on Staff Course (CU) and Student Course (GN) Records
 - Ties three records together
- Student Population (CN340) should describe structure/curriculum of the course
- Verify current Subject Code (CN050) on all courses
- Ensure Course Start Date (CN280) and Course End Date (CN290) are within range of calendar for students in the course

STAFF COURSE (CU) RECORD

- Employee ID (CU050) should match ID on Staff Demographic (CI) and Staff Employment (CK) Records
 - Ties three records together
- Staff Provider IRN (CU120) should be IRN of contracting entity, if not reporting district
- Staff Course Start Date (CU070) and Staff Course End Date (CU080) used to decide teacher to be evaluated for proper certification
- Teacher Licensure Course IRN (CU110) determines where course counts for proper cert calculations

STUDENT COURSE (GN) RECORD

- Verify all students reported
 - Currently enrolled in course ***and***
 - Any who withdrew early from course
- Ensure Course Enrollment Start Date (GN160) and Course Enrollment End Date (GN170) are all within acceptable range of calendar/course dates

OTHER RELATED RECORDS

- Verify Staff Demographic (CI) Record
 - Early Childhood Education Qualification (CI225)
- Verify Student Attributes – Effective Date (FD) Record
 - Disability Condition (FD130)
 - State Equivalent Grade Level (FD090)

SUBSTITUTE TEACHERS AS TEACHERS OF RECORD

- Conducting activities typically completed by teacher of record
 - In charge of class; provides instruction; assigns grades
- Even if
 - Regular teacher will return
 - No credential or incorrect credential
 - Contracted from non-EMIS reporting entity
- Report Position Code (CK060) 230
- Will never meet proper certification in traditional districts
 - May in community schools

LICENSURE REPORTS

(TLCS-001) TEACHER LICENSURE COURSE (TLC) STATUS REPORT OVERVIEW

- Indicates whether teacher is properly certified to teach assigned courses
- Updated daily
 - Submit and review regularly
 - May be impacted by other districts
 - May impact other districts
- CTE overrides do not impact the report
- Result codes may not be as expected
- EMIS Alliance training

TLC STATUS REPORT – MULTIPLE TEACHERS

- Which teacher appears on the report is based on length of time as determined by
 - Staff Course Start Date (CU070) **and**
 - Staff Course End Date (CU080)
- Different lengths of time
 - Teacher assigned to course for the most amount of time
- Same length of time
 - Teacher with proper certification
- Same length of time, all/none properly certified
 - First teacher selected in report generation process
 - Can change with each report version

TLC STATUS REPORT – NO STUDENTS

- Courses with no students enrolled should not be reported to EMIS
- Ensure calendar, course, and course enrollment dates are within an acceptable range
 - First day of school, course start date, course enrollment start date = Aug. 21
 - Last day of school, course end date = May 17
 - Course enrollment end date = June 28

Columns in TLC Status Report	Data Displayed in Report
Student Count Columns	All blank or all zeros
Proper Cert Flag	N – No
Result Code	TL0005 – Course is not properly certified as no students scheduled into the course

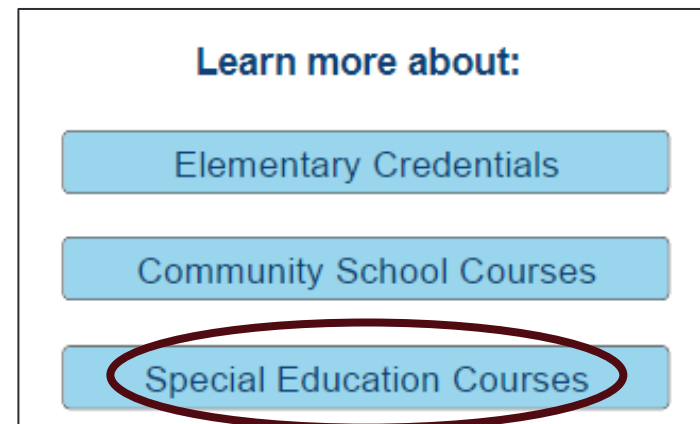
TLC STATUS REPORT – LICENSE INVALID FOR STUDENT POPULATION

Teacher license = Adolescence to Young Adult (7-12) with 110000 – Mathematics

Columns in TLC Status Report	Data Displayed in Report
Subject Code	111200 – Geometry
Student Population	SE – Special Education K-12
Credential Course Disability Type Indicator – Description	C – Student population of D8 or SE. More than 50% of the students enrolled in course must have a disability condition, and the course cannot fit into codes A or B.
Check Type Code – Description	S – Special Situation Check
Proper Cert Flag	N – No
Result Code – Description	TL0006 – Course not properly certified as no current valid credential or incorrect student population

HELPFUL TOOLS FOR TLC STATUS REPORT REVIEW

- Educator Profile
 - Search Department website for “Educator search”
 - In OH|ID look for Educator Licensure and Records (CORE)
- Teacher Licensure Course Status Search Tool
 - <https://education.ohio.gov/Topics/Teaching/Teacher-Licensure-Course-Status-Tool>
 - Special ed courses are not included, same as old tool



TLC STATUS REPORT – OTHER CONSIDERATIONS

- Teachers assigned to courses outside licensure grade level by 2 years will appear as properly certified
 - <https://education.ohio.gov/Topics/Teaching/Educator-Equity/Proper-Certification-and-Licensure>
- Teachers who are properly certified due to exempt district status will appear as properly certified
 - <https://education.ohio.gov/Topics/Data/Report-Card-Resources/Awards-and-Recognition/Exempt-Status-and-its-Impact>
- Teachers with adult ed permits teaching OTC+ courses will continue to show as not properly certified

ESSA STATE LICENSURE ASSURANCE REPORT

- 2025_PRIN_ESSA_Licensure_Assurances
- Displays all core courses and whether staff member assigned is validly credentialed to teach them
 - Per the TLC Status Report
- Changes made after close of Initial Staff and Course (L) Collection will not be reflected
- Will be distributed in January and after initial collection closes
- Principals must review, sign, keep on file

STAFF SEPARATION

WHAT TO REPORT

- Position Separation Date (CK300, CL090) = last day **worked**
 - Position Separation Reason (CK230, CL080) = most applicable
 - Position Status (CK070)
 - If employed in the current school year = C, A, I, P
 - Left before last day of prior school year, separation not reported = U
 - Summer separations: Left after last day of prior school year, did not work this year
 - Method 1: Staff Demographic (CI) Record and Staff Employment (CK) Record with Position Status option U
- Or**
- Method 2: Staff Summer Employment Separation (CL) Record, which does not include Position Status (no CI/CK Records)

FY24 SEPARATION – BEFORE LAST DAY OF SCHOOL YEAR

- Separation not reported in FY24 Final Staff and Course (L) Collection
- Not working at all in FY25
- CI/CK Records
 - In both FY25 Staff and Course Collections

Element	Option
Position Status (CK070)	U – No longer employed by district in this position
Position Separation Reason (CK230)	5 – Resigned took another education job in Ohio (most applicable)
Position Separation Date (CK300)	20240420 (last day worked)

SUMMER SEPARATION, METHOD 1

FY24 SEPARATION – AFTER LAST DAY OF SCHOOL YEAR

- Separation not reported in FY24 Final Staff and Course (L) Collection
- Not working at all in FY25
- Staff Employment (CK) Record
 - In both FY25 Staff and Course Collections

Element	Option
Position Status (CK070)	U – No longer employed by district in this position
Position Separation Reason (CK230)	5 – resigned took another education job in Ohio (most applicable)
Position Separation Date (CK300)	20240606 (last day worked)

SUMMER SEPARATION, METHOD 2

FY24 SEPARATION – AFTER LAST DAY OF SCHOOL YEAR

- Separation not reported in FY24 Final Staff and Course (L) Collection
- Not working at all in FY25
- Staff Summer Employment Separation (CL) Record
 - In both FY25 Staff and Course Collections

Element	Option
Local Contract Code (CL070)	3-character code; must match prior year CK250
Position Code (CL060)	3-digit code; must match prior year CK060
State Staff ID (CL050)	XX9999999; must match prior year CI270
Position Separation Reason (CL080)	5 – Resigned took another education job in Ohio (most applicable)
Position Separation Date (CL090)	20240718 (last day worked)

FY25 SEPARATION

- If worked any days in FY25
- Staff Employment (CK) Record
 - In both FY25 Staff and Course Collections
- Should no longer be reported after FY25

Element	Option
Position Status (CK070)	C – current (continue to report)
Position Separation Reason (CK230)	1 – retirement (or most applicable)
Position Separation Date (CK300)	20241222 (last day worked)

GEN ISSUES

- 478: Current Position with Previous Year Separation
 - Position Status and Separation Date conflict
- 481: Reporting U Status Code for Staff Who Worked This School Year
 - Review Position Status reported for staff working in current year
- Contact: Mary.Rose@education.ohio.gov

CONTRACTED STAFF

DEFINITIONS

- Contract: an agreement with another entity or individual to provide instruction and/or services to a district's students
 - E.g., formal written document, general agreement, etc.
- Contracting district: the resident or educating district contracting for the instruction or service
- Contractor: the entity with which the resident or educating district is contracting
 - Employing entity
 - EMIS reporting entity, non-EMIS reporting entity, individual

CONTRACTOR: EMIS REPORTING ENTITY

- Position codes:
 - 1xx, 2xx, 304, 318, 320, 323, 325-328, 331-334, 399, 415, 510
- Contractor reports staff data
 - Staff Demographic (CI) Record
 - Staff Employment (CK) Record
 - Contractor Staff Employment (CJ) Record, if required
- Contracting district does not report staff data

CONTRACTOR: INDIVIDUAL OR NON-EMIS REPORTING ENTITY

- Contracting district reports staff data for position codes:
 - 1xx, 2xx, 304, 318, 320, 323, 325-328, 331-334, 399, 415, 510
- Non-EMIS reporting entity
 - Staff Demographic (CI) Record
 - Staff Employment (CK) Record with Position Status option A
- Individual
 - Staff Demographic (CI) Record
 - Staff Employment (CK) Record with Position Status option I

CONTRACTOR STAFF EMPLOYMENT (CJ) RECORD

- Links contracted staff from contractor to contracted district
 - Contracting District IRN (CJ070) = entity contracting for the staff
 - Employee ID (CJ050)
- One for each contracted district
 - Position FTE (CJ080) = time at each district
- Do not report if
 - Contract career-tech
 - Special education co-op
 - Contractor is a non-EMIS reporting entity

CONTRACT ONLY STAFF (CC) RECORD

- Collective reporting of staff contracted from a non-EMIS reporting entity
 - Transportation, custodial, food service, etc.
- No individual staff data
- One record per contractor, contract, position code, and fund source
 - For contracts in effect July 1 – June 30
- Only for certain position codes
 - See Table 1 in EMIS Manual Section 3.6

CREDIT AND GRADE REPORTING

CREDITS – CORE AREA CODE (GC060)

- New codes added (25-61)
 - ENE – English when counting as elective credit for state graduation requirements, not as part of 4 English Language Arts credits
 - MTE – Math when counting as elective credit for state graduation requirements, not as part of 4 Math credits
 - SCE – Science when counting as elective credit for state graduation requirements, not as part of 3 Science credits
 - SOE – Social studies when counting as elective credit for state graduation requirements, not as part of 3 Social Studies credits
- Reported in
 - Current Graduation Credit Progress (S) Collection: Sept. 19, 2024 – Sept. 12, 2025
 - Graduation (G) Collection: May 1, 2025 – Oct. 10, 2025
- PTG reports: new codes may count toward state elective graduation credits, ELE does not

CREDITS – SUBJECT AREA FOR CREDIT (CN210)

- New codes added (25-61)
 - ENE – English when counting as elective credit for state graduation requirements, not as part of 4 English Language Arts credits.
 - MTE – Math when counting as elective credit for state graduation requirements, not as part of 4 Math credits
 - SCE – Science when counting as elective credit for state graduation requirements, not as part of 3 Science credits
 - SOE – Social studies when counting as elective credit for state graduation requirements, not as part of 3 Social Studies credits
- Reported in Staff and Course (L) Collections
 - FY25 Initial: Sept. 5, 2024 – Jan. 29, 2025
 - FY25 Final: Feb. 6, 2025 – Aug. 6, 2025

GRADES

- Student Course Grade (FR) Record
 - Reported in Student Course Grade (L) Collection
 - Sept. 19, 2024 – Sept. 12, 2025
- Required for courses where students can earn high school credit
 - High School Credit (CN200) \neq 0.00
 - Optional for non-credit courses
- Reported by educating entity
- (MISS-001) Student Course Grade Missing Report
 - Generated 30 days after course end date and no Grade Status (FR090) = F

IN CASE YOU MISSED IT

OHIO EDUCATIONAL DIRECTORY SYSTEM (OEDS) CONTACT INFORMATION

- EMIS Tip: [October 4, 2024, Newsflash](#)
- Review email address and phone number
 - Update as needed
- This information is vital for effective communication within ODDEX
- See district OEDS Administrator for assistance
- Guidance documentation available at the OEDS webpage
 - <https://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS>

EMIS UPDATES

- Student Reported in Error (FX) Record (25-129) now reportable
 - Beginning of Year, Mid-year, and End of Year Student (S) Collections
 - SOES Beginning of Year and End of Year Student (S) Collections
 - Student (S) Cross Reference Collection
- EMIS Data Appeals undergoing name change to Districts and Schools Final Correction Opportunity

QUESTIONS?

EDUCATION.OHIO.GOV



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RESOURCES

Training Evaluation

Available through Dec. 6

Your evaluations of our trainings are now being collected via an online form. This will give us access to better, more immediate feedback and statistics about these trainings, which will allow us to be even more responsive to your input. This will also be easier for you as you will no longer have to email anything to us.

After completing the evaluation and clicking submit, you will see a message thanking you for your feedback and acknowledging your attendance at a training. If this is information you need, be sure to capture or print the page and retain it for your records. Once the evaluation period for the session ends (2 weeks after the final session), you will no longer be able to submit a response or receive an attendance acknowledgement. *Note that this is the only way to receive this acknowledgement. We will no longer be emailing this information to participants.*

<http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/Training-Evaluation>

EMIS TRAINING WEBPAGE

- A recorded version of this presentation will be posted
- The Q and A will be posted
- The next EMIS General Training is TBD
 - Dates and times will be announced via Newsflash
 - Prior registration is not required
 - A link to join the training—along with the presentation handout—will be available on the EMIS Training webpage

<http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training>

EMIS MANUAL, 1

- 2.5 Student Attributes – Effective Date (FD) Record
- 2.15 Student Graduation – Core Summary (GC) Record
- 2.24 Student Reported in Error (FX) Record
- 3.2 Reporting Contracted Staff
- 3.3 Staff Demographic (CI) Record
- 3.4 Staff Employment (CK) Record
- 3.5 Contractor Staff Employment (CJ) Record
- 3.6 Contract Only Staff (CC) Record
- 3.7 Staff Summer Employment Separation (CL) Record

EMIS MANUAL, 2

- 4.2 Course Master (CN) Record
- 4.3 Staff Course (CU) Record
- 4.4 Student Course (GN) Record
- 4.8 Student Course Grade (FR) Record

REPORT EXPLANATIONS

- (TLCS-001) Teacher Licensure Course Status

GENERAL ISSUES, (GNIS-XXX)

Disclaimer: General Issues Reports are supplemental reports that are provided to districts to help identify potential data issues. The reports should NOT be used as the primary and/or sole mechanism for reviewing and verifying the accuracy/completeness of data. These reports are limited in the types of errors flagged and are not guaranteed to be generated on a regular basis as they are not part of the automated EMIS validation system. In accordance with ORC 3301.0714, the accuracy and completeness of EMIS data submitted to the Department is the responsibility of the district.

- Level 2 reports generated by business offices
- Announced via Release Notes
 - <http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/EMIS-Release-Notes>
- For assistance, contact data manager on report and in report explanation
- Do **not** include student identifiable information in communications

CERTIFICATION & LICENSURE

- CTE Overrides
 - <https://education.ohio.gov/Topics/Career-Tech/CTE-Data-and-Accountability>
- Educator Equity
 - <https://education.ohio.gov/Topics/Teaching/Educator-Equity/Proper-Certification-and-Licensure>
- Educator Profile
 - <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Profile.Public.UI/>
- Rewards and Recognition
 - <https://education.ohio.gov/Topics/Data/Report-Card-Resources/Awards-and-Recognition/Exempt-Status-and-its-Impact>
- Teacher Licensure Course Status Search Tool
 - <https://education.ohio.gov/Topics/Teaching/Teacher-Licensure-Course-Status-Tool>

OTHER

- EMIS Changes
 - <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1>
- File Descriptions
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/File-Descriptions>
- ODDEX Help
 - <https://mcoecn.atlassian.net/wiki/spaces/oddex/overview>

OFFICE OF DATA QUALITY

- EMIS Data Appeals
 - <http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals>
- EMIS Data Review & Verification
 - <http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification>
- Contact information
 - dataquality@education.ohio.gov
 - (614) 466-7144

SECURE DATA CENTER (SDC)

- Secure Data Center webpage
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Resources/Secure-Data-Center>
- Secure Data Center – Status of Reports
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Secure-Data-Center-Status-of-Reports>
- Contact
 - Letitia.Linville@education.ohio.gov



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